

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Infection Control Guidelines	
Policy Number: ICP 10	Standards/Statutes: ARM 37.27.121.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

To provide methods of reducing the transmission of infections from patients to staff and from staff to patients.

POLICY:

MCDC follows the Center for Disease Control (CDC) guideline related to prevention strategies and transmission of infectious diseases, including recommended work restrictions. The CDC Guideline for infection control in health care and table of work restrictions are located in the OSHA manual.

PROCEDURE:

I. A confidential health record is maintained on each employee. The record is maintained in accordance with the OSHA medical records standard, which require the employer to retain records, maintain employee confidentiality, and provide records to employees when they ask to review them. The standard also requires that each employer ensures the employee medical records are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except as required by law, and the record is maintained by the employer for at least the duration of the worker's employment plus 30 years. The infectious control nurse manages the record. The file includes:

- A. An annual tuberculosis screening.
- B. Immunization records, including consents for immunizations and any reported adverse reactions.
- C. As necessary, serology testing for Hepatitis B vaccine effectiveness.
- D. Any records of job related infectious diseases or occupational exposures, including lab work obtained following an occupational exposure.
- E. Any incident reports that pertain to work-related injuries.
- F. Any medical releases and/or reports from health care providers.
- G. Any communications from Montana State Fund.

II. Vaccines offered to employees include the Hepatitis B series and an annual influenza. The vaccines are not mandatory, but if an employee refuses the Hepatitis B vaccine for whatever reason, the employee is required to sign a refusal form. There is mandatory tuberculosis screening on all employees at the time of hire and annually.

III. There is mandatory tuberculosis screening on all admissions.

IV. Employees are provided education on the importance of good hygienic practices, especially hand washing, at the time of hire.

V. Through admission orientation and lecture, the patients receive education on appropriate hygiene behaviors and infection control.

VI. If an employee acquires an infectious disease at work, the employee is referred to his or her own physician for evaluation and treatment. A work-related transmission of an infectious disease is referred to the Montana State Fund. Restrictions from work depend on the physician's instructions and the MCDC Table of Work Restrictions.

VII. If a patient develops signs and symptoms of illness while at MCDC, the physician on call will evaluate, diagnose, and provide appropriate treatment. As necessary, the patient may be referred to St. James Healthcare for a more intense level of care.

Revisions:

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